

BBTA-GOV-007 Disciplinary Policy

The BBTA Taekwondo Academy UK

Document Control

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Effective Date [Insert Date]

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Policy Owner Chairperson

Approved By BBTA Executive Committee

Classification Governance

1. Purpose

The purpose of this Disciplinary Policy is to establish a fair, transparent, and consistent procedure for addressing misconduct within **The BBTA Taekwondo Academy UK (BBTA)**.

The policy aims to:

- Protect the reputation and integrity of the BBTA.
 - Promote high standards of behaviour.
 - Ensure all members are treated fairly.
 - Safeguard children and adults at risk.
 - Maintain confidence in BBTA governance.
 - Provide an impartial process for investigating allegations of misconduct.
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2. Scope

This policy applies to:

- Executive Committee Members

- Directors
- Instructors
- Assistant Instructors
- Coaches
- Examiners
- Referees and Officials
- Volunteers
- Affiliated Clubs
- Students
- Parents or Guardians acting on behalf of junior members
- Any individual representing the BBTA

This policy applies to conduct:

- During training
 - At gradings
 - At competitions
 - During seminars and events
 - On social media where it impacts the BBTA
 - In any activity where an individual is representing the BBTA
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3. Principles

The BBTA disciplinary process is based on the principles of:

- Fairness
- Natural justice
- Confidentiality
- Proportionality
- Consistency
- Timeliness
- Transparency

- Safeguarding

No disciplinary action shall be taken without reasonable investigation.

4. Standards of Conduct

All members are expected to:

- Treat others with respect.
 - Follow the BBTA Code of Ethics.
 - Comply with BBTA policies.
 - Follow instructor and official directions.
 - Promote a safe training environment.
 - Protect the welfare of children and adults at risk.
 - Behave in a manner that reflects positively on the BBTA.
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5. Misconduct

Examples of misconduct include, but are not limited to:

General Misconduct

- Offensive or abusive behaviour
 - Bullying
 - Harassment
 - Discrimination
 - Intimidation
 - Unsportsmanlike conduct
 - Damage to property
 - Failure to follow reasonable instructions
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Serious Misconduct

Examples include:

- Violence or assault

- Safeguarding breaches
 - Fraud or theft
 - Dishonesty
 - Sexual misconduct
 - Substance misuse while acting on behalf of the BBTA
 - Deliberately endangering others
 - Bringing the BBTA into serious disrepute
 - Falsification of qualifications or grading records
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Gross Misconduct

Gross misconduct may result in immediate suspension pending investigation.

Examples include:

- Child abuse
 - Sexual exploitation
 - Criminal violence
 - Serious safeguarding failures
 - Corruption
 - Financial fraud
 - Deliberate misuse of Association funds
 - Serious breaches of confidentiality
 - Criminal offences relevant to BBTA activities
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6. Reporting Misconduct

Concerns may be reported by:

- Members
- Parents
- Instructors
- Officials

- Welfare Officers
- Volunteers
- Members of the public

Reports should be made in writing wherever possible.

Safeguarding concerns must be reported immediately in accordance with the BBTA Safeguarding Policy.

7. Initial Assessment

The Chairperson (or nominated officer) shall determine whether:

- No further action is required.
 - Informal resolution is appropriate.
 - Formal investigation is required.
 - Immediate suspension is necessary.
 - External agencies should be informed.
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8. Suspension

The BBTA may suspend an individual while an investigation is undertaken where necessary to:

- Protect children or adults at risk.
- Protect the integrity of an investigation.
- Protect the reputation of the Association.
- Reduce the risk of further misconduct.

Suspension is a neutral act and does not imply guilt.

9. Investigation

Where formal investigation is required:

- An Investigating Officer shall be appointed.
- Relevant evidence shall be collected.
- Witnesses may be interviewed.
- Documentary evidence shall be reviewed.

- The member shall have an opportunity to respond.
- A written investigation report shall be prepared.

Investigations should normally be completed within **28 days**, although more complex matters may take longer.

10. Disciplinary Hearing

If there is sufficient evidence, a Disciplinary Panel shall be convened.

The member shall receive:

- Written notice of the hearing.
 - Details of the allegations.
 - Copies of relevant evidence, where appropriate.
 - Reasonable notice to prepare.
 - The opportunity to submit evidence.
 - The opportunity to be accompanied by a supporter (not acting as legal representation unless otherwise agreed).
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11. Disciplinary Panel

The Panel should normally comprise three impartial individuals who have had no prior involvement in the matter.

Panel members must declare any conflicts of interest.

12. Possible Outcomes

Following the hearing, the Panel may:

- Take no further action.
- Offer advice or guidance.
- Issue a verbal warning.
- Issue a written warning.
- Issue a final written warning.
- Require additional training.
- Remove specific responsibilities.

- Suspend membership.
 - Remove instructor or official status.
 - Expel the member from the BBTA.
 - Refer the matter to statutory authorities where appropriate.
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13. Appeals

Members have the right to appeal disciplinary decisions.

Appeals must:

- Be submitted in writing.
- State the grounds of appeal.
- Be received within **14 days** of the decision.

Grounds for appeal may include:

- Procedural error.
- New evidence.
- Disproportionate sanction.
- Bias or conflict of interest.

An Appeal Panel should not include anyone involved in the original decision.

The Appeal Panel's decision shall normally be final.

14. Safeguarding

Where allegations involve:

- Children
- Adults at risk
- Criminal behaviour
- Abuse
- Exploitation

the matter shall be managed in accordance with the BBTA Safeguarding Policy.

The BBTA may refer concerns to:

- Police
- Children's Social Care
- Adult Social Care
- Local Authority Designated Officer (LADO), where applicable

Internal disciplinary procedures must not interfere with statutory investigations.

15. Confidentiality

All disciplinary matters shall be handled confidentially.

Information shall only be shared on a need-to-know basis.

Records shall be stored securely in accordance with the BBTA Data Protection Policy.

16. Record Keeping

The Secretary shall maintain records of:

- Complaints
- Investigations
- Hearing outcomes
- Appeals
- Sanctions
- Review dates

Records shall be retained in accordance with the BBTA Records Management Policy and applicable data protection legislation.

17. Malicious or Vexatious Complaints

The BBTA recognises that complaints should be made in good faith.

Where a complaint is found to be deliberately false or malicious, disciplinary action may be taken against the complainant.

This shall not discourage genuine concerns raised honestly, even if they are not ultimately substantiated.

18. Monitoring and Review

The Executive Committee shall:

- Review disciplinary cases for consistency.
 - Monitor trends.
 - Identify training needs.
 - Review this policy annually.
 - Update procedures in response to legal or regulatory changes.
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19. Related BBTA Policies

- BBTA-GOV-001 Constitution
 - BBTA-GOV-002 Code of Ethics
 - BBTA-GOV-003 Governance Framework
 - BBTA-GOV-005 Conflict of Interest Policy
 - BBTA-GOV-006 Complaints & Appeals Policy
 - BBTA-SAFE-001 Safeguarding Children Policy
 - BBTA-SAFE-002 Adult Safeguarding Policy
 - BBTA-HS-001 Health & Safety Policy
 - BBTA-ADM-001 Data Protection Policy
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20. Version Control

Version	Date	Description	Approved By
1.0	[Insert Date]	Initial Issue	BBTA Executive Committee

Appendix A – Disciplinary Process Flow

1. **Concern or allegation received**
2. **Initial assessment by Chairperson or nominated officer**
3. **Risk assessment (including safeguarding considerations)**

4. **Decision on informal resolution, formal investigation, or suspension**
 5. **Investigation conducted**
 6. **Investigation report completed**
 7. **Disciplinary Panel hearing (if required)**
 8. **Decision and sanction**
 9. **Written outcome issued**
 10. **Appeal (if submitted)**
 11. **Case closed and records retained**
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Appendix B – Indicative Sanctions

Level of Misconduct	Typical Outcome
Minor first offence	Advice or verbal warning
Repeated minor misconduct	Written warning
Serious misconduct	Final written warning, suspension, or removal from role
Gross misconduct	Suspension pending investigation and potential expulsion

Sanctions will always be proportionate to the seriousness of the misconduct, any mitigating or aggravating factors, and the need to protect members and uphold the reputation of the BBTA.

Approval

This Disciplinary Policy was approved by the Executive Committee of **The BBTA Taekwondo Academy UK** and takes effect from the date of approval. All members, instructors, officials, volunteers, and affiliated clubs are required to comply with this policy to ensure that concerns are addressed fairly, consistently, and in accordance with the values and standards of the BBTA.